



Fleet Management 101

Training Part 1:

Introduction

Presenters

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Selected DoD Fleet Facts

- Overall NTV Fleet Size (2011*): 195,468
 - Army 78,680
 - Corps of Engineers 8,634
 - Navy 37,518
 - Air Force 50,897
 - Marine Corps 14,447
 - Defense Agencies 5,292
- Fleet Cost: \$1.2 Billion
- Owned Fleet - 64,592 Average age - 8 Years
- Cost Per Mile Owned Fleet - \$1.1083

* 2012 Federal Fleet Report is not published

7 Things Every Fleet Manager Must Do!

1. Record accurate vehicle asset data in DPAS
2. Manage license plates
3. Track all costs associated with vehicle ownership and operation (direct and indirect)
4. Track vehicle utilization; identify and report suspected underutilized vehicles
5. Track vehicle fuel usage by vehicle, and by fuel type to capture gallons used and cost
6. Assure all fleet data is accurately reported for FAST
7. Know and follow DoD and GSA fleet policies



FAST Data Calls

- March: FORECAST (VAM, due Mar. 15)
- June: EPO Act 701 Waivers & EISA 246
- August: BUDGET
- Oct-Dec: ACTUALS (FAST, due Dec. 15)



March 15: Forecast

- Projections of vehicle acquisitions and disposals
- Projections of fleet costs
- Update fleet management plan (part of VAM process)
- Management plan will include A-11 budget narrative—now one document

June: EPA Act 701/EISA 246

- EPA Act 701: Agencies may qualify for a waiver if the needed alternative fuel is not reasonably available (e.g., within a five mile or 15 minute drive) or is more expensive per gallon than gasoline
- EISA 246: Federal agencies must install at least one renewable fuel pump at each Federal fleet fueling center under their jurisdiction subject to the EISA Section 246 requirement

August: Budget

- Update cost projections from March, if needed
- Simplified version of existing OMB A-11 submission process
 - Narrative now included in March fleet management plan
 - Budget Summary Worksheet (object class crosswalk) retired - no longer required
 - Simplified approach to fleet budget data collection
 - Still transmitted to OMB upon completion

NOTE: OMB insists on budget office review & approval!

Oct-Dec 15: Actuals

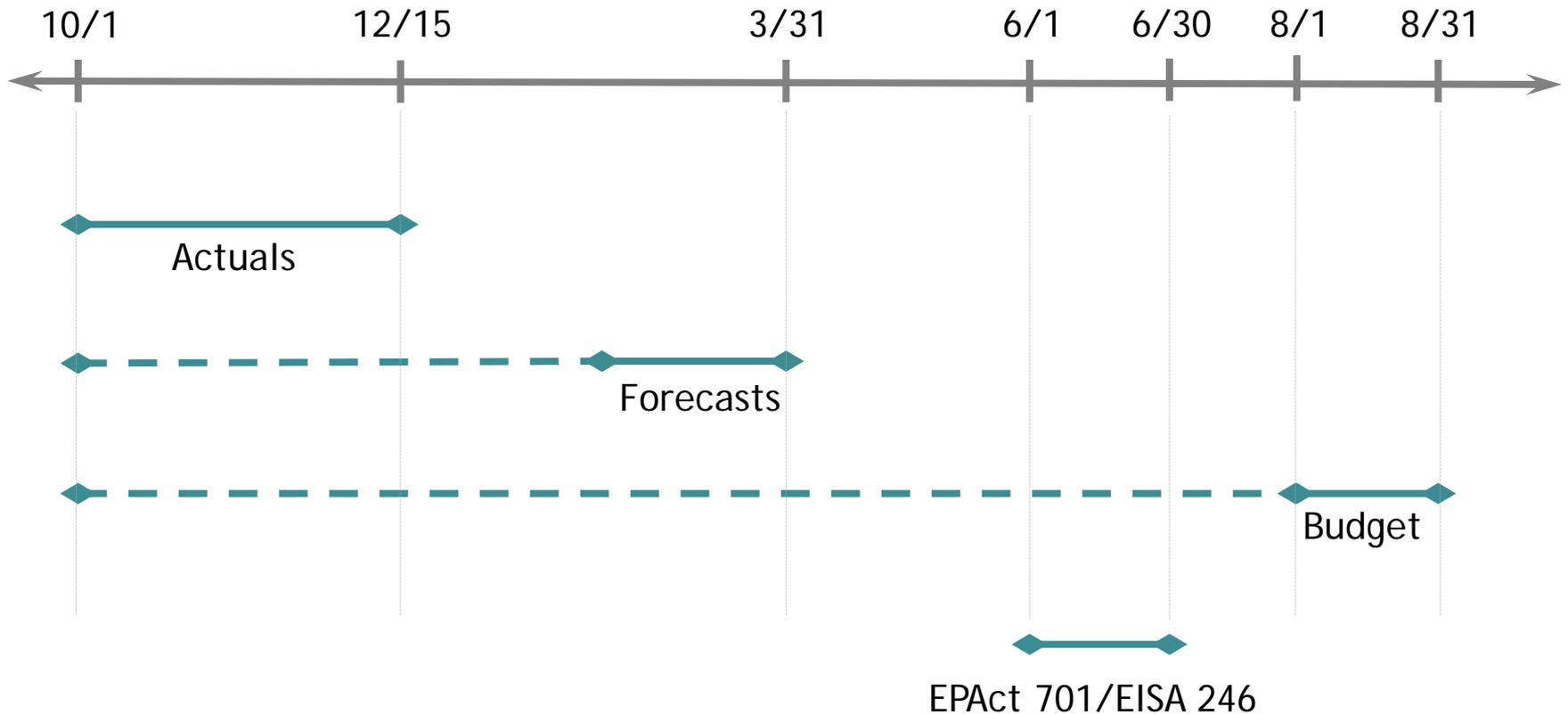
For the fiscal year just ended:

- Inventory
- Acquisitions
- Disposals
- Cost & mileage
- Fuel cost & consumption



FAST Data Calls

Schedule of rolling data entry form closures



Introduction to Fleet Acronyms

- AFV - Alternative Fuel Vehicle
- B20 - Biodiesel (20%)
- CNG - Compressed Natural Gas
- CPM - Cost Per Mile
- E85 - Ethanol 85% (15% gasoline)
- EO - Executive Order
- EAct - Energy Policy Act
- IFMS - Interagency Fleet Management System
- FAST - Federal Automotive Statistical Tool
- FFV - Flex Fuel Vehicle (E85)
- FMIS - Fleet Management Information System
- FMR - Federal Management Regulation
- FMVRS - Federal Motor Vehicle Registration System
- GGE - Gasoline Gallon Equivalent



Fleet Acronyms

- GHG - Green House Gas
- GVWR - Gross Vehicle Weight Rating
- HTW - Home To Work
- LCA - Lifecycle Cost Analysis
- LDV - Light Duty Vehicle
- LPG - Liquid Propane Gas
- LSEV - Low Speed Electric Vehicle
- MPG - Miles Per Gallon
- M&R - Maintenance & Repair
- MSA (and CMSA) - Metropolitan Statistical Area
- MVR - Motor Vehicle Record
- MY - Model Year
- NAFA - National Association of Fleet Administrators



Fleet Acronyms

- NGV - Natural Gas Vehicle
- OBD - On Board Diagnostics
- OEM - Original Equipment Manufacturer
- OGP - Office of Government-wide Policy (GSA)
- PHEV - Plug in Hybrid Electric Vehicle
- PM - Preventive Maintenance
- POV - Personally Owned Vehicle
- SOP - Standard Operating Procedure
- SUV - Sport Utility Vehicle
- VAM - Vehicle Allocation Methodology
- VEU - Vehicle Equivalent Unit
- VIN - Vehicle Identification Number
- VMT - Vehicle Miles Traveled

Introduction to Fleet Terms

- Auction
- Benchmarking
- Biofuels
- Capital Cost (Net Capital Cost)
- Cost per Mile
- Depreciation
- Domicile to Duty
- Fixed Cost
- Fleet Creep
- Home-to-Work
- Hybrid
- Indirect Costs
- Life Cycle Costs
- LogWorld
- Motor Pool
- Overfleeing
- Personal Use
- Replacement Cycle
- Variable Cost
- Vehicle Availability
- Vehicle Downtime
- Vehicle Utilization
- Work Order

Others?

A few more...

- AFDC - Alternative Fuels and Advanced Vehicles Data Center
- API - American Petroleum Institute
- ARRA - American Recovery and Reinvestment Act
- BTS - Bureau of Transportation Statistics
- CARB - California Air Resources Board
- CEC - California Energy Commission
- CO - carbon monoxide
- DOE - U.S. Department of Energy
- EERE - Office of Energy Efficiency and Renewable Energy
- EIA - Energy Information Administration
- EISA - Energy Independence & Security Act (2007)
- EPA - U.S. Environmental Protection Agency
- GM - General Motors
- NMHC - non-methane hydrocarbon
- NOx - nitrogen oxides



Important Regulations

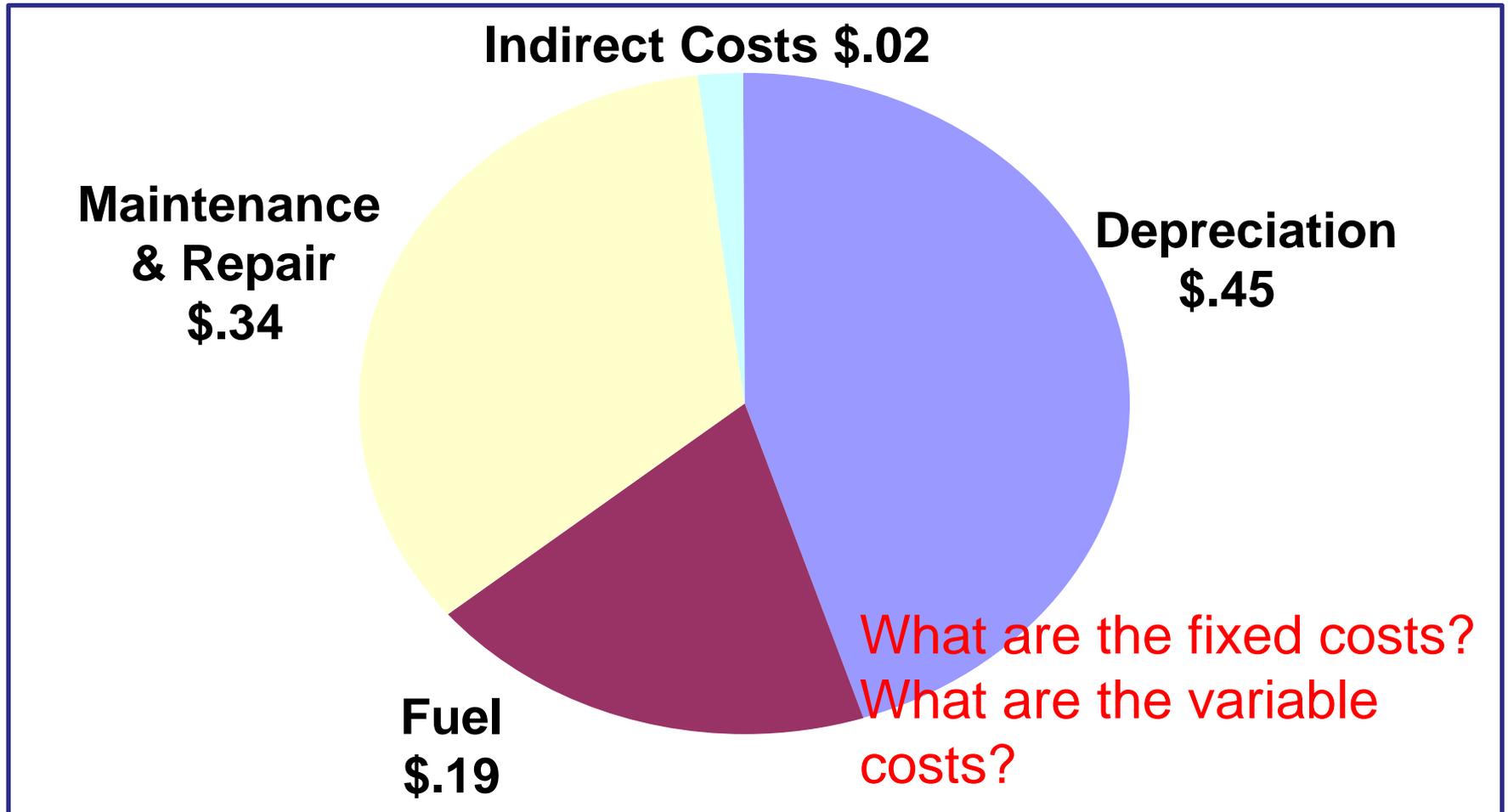
- **EPAct 2005 - Energy Policy Act**
 - Established a number of energy management goals for Federal facilities and fleets
- **EISA 2007 - Energy Independence & Security Act**
 - Office of Management and Budget (OMB) Reporting
 - Reducing Petroleum/Increasing Alternative Fuel Use
- **Executive Order 13423 - Strengthening Federal Environmental, Energy, and Transportation Management**
 - Set more challenging goals than the Energy Policy Act of 2005 (EPAct 2005) and superseded E.O. 13123 and E.O. 13149

Key Fleet Management Bulletins

- FMR Bulletin B-11 - U.S. Government License Plate Codes
- **FMR Bulletin B-15 - Requirements for Management Information Systems in Federal Vehicle Fleets**
- FMR Bulletin B-29 - Accurately Reporting Passenger Vehicle Inventory within the Federal Automotive Statistical Tool (FAST)
- **FMR Bulletin B-30 - Vehicle Allocation Methodology for Agency Fleets (VAM)**
- FMR Bulletin B-32 - Posting Executive Fleet Vehicles on Agency Websites
- FMR Bulletin B-33 - Alternative Fuel Vehicle Guidance for Law Enforcement and Emergency Vehicle Fleets
- FMR Bulletin B-35 - Home-To-Work Transportation

These can be accessed at: <http://www.gsa.gov/portal/content/102955>

Basics of Fleet Costs: Typical Dollar



Where to Get Information?

- For owned vehicles - DPAS, FMVRS
- For GSA leased vehicles - GSA Reports Carryout
- Training Videos:

<http://www.youtube.com/user/GSADesktopWorkshop?feature=mhee>



Future Topics

- Part 1: **Introduction (today's session)**
- Part 2: Vehicle Asset Management
- Part 3: Vehicle Selection, Acquisition & Replacement Planning
- Part 4: Cost Tracking and Management
- Part 5: Utilization Tracking and Management
- Part 6: Fuel Management & Alternative Fuels
- Part 7: Fleet Reporting/Performance Measures



OUSD Fleet Support Program

- Training
 - Workshops (face to face)
 - Webinars
- Subjects
 - Policies & procedures
 - FAST training
 - DPAS training
 - Performance Metrics
 - Reducing Paperwork/Data Input
- Possible Certification Program

References

- Guide to Federal Fleet Management:
<http://www.gsa.gov/portal/content/102943>
- DOD P&EP Fleet Management
http://www.acq.osd.mil/pepolicy/accountability/accountability_fleet.html

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